



Minutes of Library Board Meeting
September 18, 2023

CALL TO ORDER

President Sherri Smith called the meeting to order at 5:19 pm

Trustees present: Sharon Flinspach, Sam Garchik, Ann Gookin, Brandon Nelson, Joneane Parker, Sherri Smith, Joe Stever, David Thebodo and Kate Van Pelt

Trustees absent: None

Also present: Director Alecs Schmidt Mickunas, Karen Blakley, Mo Haskins and Brenda Diers.

PUBLIC ADDRESS – None

CALL FOR ADDITIONS TO THE AGENDA – No additions to the Agenda.

APPROVAL OF MINUTES FOR AUGUST

Trustee Thebodo moved to approve the August 21, 2023 minutes as presented. Trustee Parker seconded the motion. The motion carried unanimously.

APPROVAL OF BILLS FOR SEPTEMBER

Trustee Nelson asked for clarification on the Advantage Archives invoice. Director Schmidt Mickunas explained it was payment for our newspaper archiving project. Trustee Flinspach asked about the ad in The Iowa Source and whether a similar ad was placed in the Southeast Iowa Union. Director Schmidt Mickunas shared his reasoning for placing the ad in the Source rather than the Union. Discussion among trustees on other possible avenues of advertising and promotion. Trustee Parker questioned gas usage and the cost increase from last year. Director Schmidt Mickunas clarified usage should go down with a new HVAC system. He is gathering updated bids. Trustee Stever motioned to approve Bills for September. Trustee Nelson seconded the motion. The motion carried unanimously.

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6499	Access Systems	Monthly contract for IT support	1,543.05
6371	Alliant Energy	Electric Expense (last year \$1527.10)	1,658.65
6371	Alliant Energy	Gas Expense (last year \$142.11)	315.50
6499	Bailey Office Outfitters	Monthly Lease Maintenance 3 Sharp copiers	288.02
6499	Chemsearch	Contract Water Treatment Program	408.81
6506	Demco	Filament Tape 10 rolls	97.91
6414	Fairfield High School	Advertising	150.00
6310	Johnson Controls Fire Protection LP	Fire Alarm 24 hour Monitoring Contract	569.01
6373	LISCO	Telecommunications 9/1/23 to 10/1/23	43.07
6502	MidWestOne Bank	Microscope	9.47
6506	MidWestOne Bank	Library Card Art, Thermal Paper, Wall Charger, Clorox w ipes, Sharpies, Whi	247.12
6508	MidWestOne Bank	Monthly service charge July to August	9.95
6373	NATEL	Telecommunications 9/1/23 to 9/30/23	141.97
6506	PermaCard	Library Cards 2500 qty	1,050.29
6508	Petty Cash	Postage - stamps	16.20
6506	Quill	Laminating Film	223.74
6414	The low a Source	1/3 page color ad	320.45
6310	TL Cleaning, LLC	Monthly cleaning contract	1,800.00
		Total for General Fund	8,893.21
B	Fairfield Public Library - General Fund	Educational Programs	1,004.29
B	HyVee	Summer Reading Program & Movie Night	71.34
		Total for Book Sale Fund	1,075.63
F	Baker & Taylor - Mandarino Worn YS	Children's Books	38.73
F	Fairfield Public Library - General Fund	Library Materials 7739	6.97
F	Fairfield Public Library - Memorial Fund	Grant - Mac Mini, 3 Notebooks	4,288.95
		Total for Foundation Fund	4,334.65
M	Baker & Taylor - Adult Books	Adult Books	1,667.93
M	Baker & Taylor - Adult Entertainment	Adult DVDs	159.08
M	Baker & Taylor - Automatically Yours	Popular Authors	348.22
M	Baker & Taylor - Mandarino Worn YS	Children's Books	636.09
M	Blackstone Audio	Books on CD	30.11
M	Cacioppo, Michael	Sara pc upgrade	210.00
M	Center Point	Large Print	49.14
M	DeWitt Library	ILL request - Adult Books	25.00
M	Fairfield Public Library - General Fund	Library Materials 7739	1,608.31
M	Luther College Library	Adult Books	60.00
M	MidWestOne	Restore credit card account 1138642 to \$500	308.48
M	School Library Journal	Subscription 1 year - print only	136.99
M	SHI	3 LG Laptops, 1 Mac Mini CTO	4,288.95
M	The Atlantic	1 Year Subscription	39.95
		Total for Memorial Fund	9,568.25
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COMMUNICATIONS – Nothing to report

REPORT OF DIRECTOR (A copy of the report is attached.)

Trustee Nelson asked how much promotion MiLibro was receiving and felt it would be a good use of advertising. Director Schmidt Mickunas explained it was still fairly new but was one of the programs being promoted through the end of the year. Trustees discussed various marketing possibilities for promoting programs.

REPORTS OF COMMITTEE

- a. Report of Personnel Committee – Nothing to report

UNFINISHED BUSINESS

- a. Introduction of New Trustee Candidates –
Trustees Stever and Van Pelt will be leaving the board and were thanked for their service. Director Schmidt Mickunas introduced the two trustee candidates present, Mo Haskins and Brenda Diers, who then engaged in a discussion with the board.
- b. Nomination of New Trustees –
Trustee Thebodo motioned to approve the two trustee candidates to replace Trustees Stever and Van Pelt. Trustee Parker seconded the motion. The motion carried unanimously.
- c. New Officer Election –
Following discussion among trustees, the following list of officers was suggested.
President – Trustee Joneane Parker
Vice President – Trustee Sam Garchik
Treasurer – Trustee Sherri Smith
Secretary – Trustee Sharon Flinspach
Trustee Stever motioned to accept the role of officers as stated. Trustee Van Pelt seconded the motion. The motion carried unanimously.

NEW BUSINESS

- a. Proposal of Revision to Collection Development Policy
Director Schmidt Mickunas shared information from a recent American Library Association report regarding books being challenged in public libraries. Due to the increase in challenges he feels it is important to be prepared with a policy in place. Trustee Garchik asked when the last formal challenge was received at FPL and what book was involved. Director Schmidt Mickunas shared the challenge was three years ago but he was unsure of the book title. He will be revising the request form for Trustees' approval next month. Trustee Stever felt it was good to have a direction to follow when emotions take over. Trustee Smith felt with a policy in place, the board would not be caught off guard. Trustee Nelson asked where the policy is published. Director Schmidt Mickunas stated it is on the website.
Trustee Stever motioned to approve the policy with changes. Trustee Nelson seconded the motion. The motion carried unanimously.

ADJOURNMENT

Trustee Van Pelt motioned to adjourn. Meeting adjourned at 6:21 p.m.

Respectfully submitted,
Sharon Flinspach
Secretary